



## Quick Tips for the FY 2018 IFSP Funding Application

### READ THIS FIRST

- An individual must be on the DD Waiver Waitlist and has submitted receipts from any previous IFSP funding period to receive these funds.
- If you have submitted receipts, you will receive email confirmation of your receipts no later than September 14, 2017.
- This year's funding application is on-line only. To access the on-line application, please go to <https://ifsponline.dbhds.virginia.gov/> to access the application. Paper applications are not available for the FY 2018 Application and mailed, faxed, e-mailed, or hand delivered applications will not be accepted.
- The maximum award amount for the FY 2018 is \$1000. You may submit multiple applications for assistance as long as they do not exceed \$1000.

### Application schedule

- |   |   |
|---|---|
| ○ IFSP Application Announcement   | August 17 <sup>th</sup>                             |
| ○ First day to access the application and save a draft  | No later than August 31st                           |
| ○ Dates to complete a draft of the FY 2018 IFSP Application (You will not be able to submit until after 9am on October 3 <sup>rd</sup> .) | No later than August 31st - October 2 <sup>nd</sup> |
| ○ First day when you can submit an application  | October 3 <sup>rd</sup>                             |
| ○ Last day to submit an application   | November 17 <sup>th</sup>                           |

### How to get help

We have developed several resources to help you successfully apply for FY 2018 IFSP Funding. Please visit the IFSP website to access the following documents.

- FY 2018 IFSP Frequently Asked Questions
- FY 2018 IFSP Application Quick Tips
- FY 2018 IFSP Individual and Family Support Program Guidelines

**IFSP staff is available to help anyone who needs assistance with navigating the on-line application. If you have questions, staff can be reached by email at [IFSPSupport@dbhds.virginia.gov](mailto:IFSPSupport@dbhds.virginia.gov) or by phone at 804-371-4696.**

### **Application process**

- All applications for the FY 2018 Funding period must be completed using the on-line web application.
- Access the online system at <https://ifsponline.dbhds.virginia.gov>
- Register by creating a user id. You must register first to see the IFSP Funding Application. You may complete more than one application using the same user profile. Therefore, if you usually complete applications for multiple family members, one user profile is all you need.
- To create your user profile, you will need an email address. Please be sure to provide an email address that you check regularly. This will be how you receive notifications about your application status.
- After you register, start the application and save a draft. No later than August 31<sup>st</sup> - October 2<sup>nd</sup>, you will only be able write and save a draft application. You will not be able to submit your application before October 3<sup>rd</sup>.
- You will only be able to submit your application once the application “Submission Period” opens which is 9am October 3<sup>rd</sup>.
  - During the submission period, login to open your saved application draft and submit the application for review approval.
  - If approved, you will receive additional details on the payment timetable, method of payment and receipt requirements.
- *Completing the Application*
  - You are encouraged to register and create a draft application before the submission period opens on October 3<sup>rd</sup>. This allows time to become familiar with the system and ask for assistance if you need it. If you need to make changes, you will be able to correct or edit your information before submitting the application.
  - Per the IFSP Regulations, applications will be funded on a first-come, first served basis. So, please remember get your application in as soon as possible on October 3<sup>rd</sup>.
- *Submitting your application*
  - Remember, you will not be able to submit your completed application until 9am October 3<sup>rd</sup>.

- To submit, you will need to login to the IFSP On-line Application using the email and password you created when you registered. If you have saved a draft of application(s), please reference the IFSP System User Guide for detailed instructions.
- You will be able to create and save a draft in advance of the October 3<sup>rd</sup> submission date.
- You can also create your application on or after October 3<sup>rd</sup>. However, since funds are awarded on a first come first served basis, delays in submission may affect your funding.